

VACANCY ANNOUNCEMENT

PRETRIAL SERVICES AGENCY

(COURT SERVICES AND OFFENDER SUPERVISION AGENCY)

Announcement Number: 06-37(MPP)(DEU)

Opening Date: July 12, 2006

Closing Date: July 25, 2006

Area of Consideration: Open to All Sources -- **Spanish speaking candidates are encouraged to apply.**

Job Title, Series, and Grade: Pretrial Services Officer (Substance Abuse)(Case Manager), GS-0101-11/12
Permanent, Full-Time, Career or Career Conditional

Full Performance Level: GS-12

Salary: GS-11: \$54,272

GS-12: \$65,048

RELOCATION EXPENSES ARE NOT AUTHORIZED.

Location: Treatment Branch
D.C. Pretrial Services Agency
Washington, DC
Selectees may be placed in any component within the Branch and will be subject to rotation or reassignment as needed.

Hours: The incumbent of this position may be required to work in shifts or at unusual hours, including nights, weekends and holidays.

APPLICANTS MUST PROVIDE DATE OF BIRTH.

Maximum Entry Age: This position is covered under the special provisions for law enforcement retirement. By law, applicants for such law enforcement positions must be between 21 and 37 years old to be considered for *initial* appointment (that is, first appointment to a federal law enforcement position). The maximum age for entry on duty in a law enforcement covered position is the date immediately preceding the applicant's 37th birthday. Maximum age limitations may not be waived for any applicant, including those entitled to veterans' preference.

Summary of Primary Duties and Responsibilities:

The Treatment Branch coordinates inpatient, outpatient and residential substance abuse treatment programs to effectively address the needs of defendants with varying severity of addiction and/or criminal charges. The incumbent of this position performs case management substance abuse treatment in the Branch. He/she:

- Assesses clients using standardized assessment instruments including Addictions Severity Index, bio-psycho-social assessment, addiction screening instruments, risk/criminality assessment, and assessment of mental status;
- Develops a treatment plan applying the 12 core functions of substance abuse treatment and provides orientation to clients;
- Oversees clients throughout the treatment program, monitors their participation, progress and compliance or noncompliance, and recommends court sanctions or changes in the treatment plans and level of treatment to address noncompliance;
- Conducts individual and group therapy sessions and presents education classes for clients;
- Testifies or reports to the court on clients' program participation, explains treatment procedures and program policy, and makes recommendations concerning sentencing, sanctions, treatment, or other actions; and
- Prepares clinical records, regular statistical reports and other reports in accordance with court requirements, PSA policy and procedures and rules of confidentiality.

Employees at the GS-12 level perform the full range of duties described above. Employees hired at the lower grade level will have an appropriate adjustment in the level of supervision provided.

Qualification Requirements:

1. Basic professional requirements:
 - A. Degree: behavioral or social science; or related disciplines appropriate to the position; **OR**
 - B. Combination of education and experience--that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field; **OR**
 - C. Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

For GS-11:

- A. One year of specialized experience related to the duties of the position that was comparable in difficulty and responsibility to the GS-9 level; **OR**
- B. Three full years of progressively higher level graduate education leading to a Ph.D. degree or equivalent doctoral degree.

For GS-12:

One year of specialized experience related to the duties of the position that was comparable in difficulty and responsibility to the GS-11 level.

Specialized experience is defined as assessing clients using standardized assessment instruments, developing treatment plans, overseeing clients throughout the treatment program, and conducting individual and group therapy sessions.

Mandatory Screen-Out Factor

For GS-12:

Current certification as a Certified Addictions Counselor, Level I or equivalent certification or any of the following current licenses: Licensed Professional Counselor, Licensed Clinical Social Worker, Licensed Individual Clinical Social Worker, or Licensed Substance Abuse Professional. Applicants must provide dates of certification or license and source of license.

For GS-11:

Professional counseling experience, completion of all coursework required for CAC certification, and ability to obtain certification after appointment. **Note:** In order to be promoted to the GS-12 grade level, you will need to obtain this certification within two years of the effective date of your appointment to this position.

To receive full consideration, applicants must address each of the knowledge, skills and abilities described below.

Knowledge, Skills and Abilities Required:

1. Knowledge of methods, principles and practices in substance abuse treatment.
2. Ability to work with clients in substance abuse treatment utilizing the 12 core functions of substance abuse.
3. Knowledge of clinical and judicial procedures relevant to criminal justice substance abuse, confidentiality rules and protection of criminal justice information and records.
4. Skill in written and verbal communication with persons such as judicial officers, attorneys and law enforcement personnel and in preparation of documents for submission to the court.
5. Skill in Windows based computer systems.

Evaluation Method:

Applicants will be evaluated on the extent and quality of their experience, education and training, job-related awards and supervisory appraisal of performance. If applicants meet the basic qualification requirements and the mandatory selective factor, their application/resume will be evaluated against the knowledge, skills and abilities required for this position. Category rating will be used to evaluate applicants using three

categories (Best Qualified, Well Qualified, and Qualified) to determine which applicants will be referred to the selecting official for final consideration.

About PSA:

The D.C. Pretrial Services Agency (PSA) is an independent entity in the Court Services and Offender Supervision Agency in the federal executive branch of the United States government. PSA is responsible for the investigation and supervision of persons arrested and released into the community pending disposition of their cases in the D.C. Superior Court and U.S. District Court for the District of Columbia. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive nonfinancial pretrial release and 2) provide effective community supervision for defendants to ensure court appearance, promote public safety, and address social issues that contribute to crime.

How to Apply:

Interested applicants may submit:

- (1) A resume or application form, OF-612, Optional Application for Federal Employment, or any other written format you choose to describe your job-related qualifications. Your submission must include the information cited in the Office of Personnel Management's (OPM) brochure, OF-510, Applying For A Federal Job. A copy of the OF-510 and OF-612 can be obtained through the USAJOBS website at [http:// www.usajobs.opm.gov/b.htm](http://www.usajobs.opm.gov/b.htm) or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299. Please include a copy of any transcript(s) of college courses. Indicate the lowest grade you will accept and provide salary information with each position described on the application.

Candidates currently or previously employed with the federal government must submit:

- (2) A copy of their most recent, SF-50, Notification of Personnel Action.
- (3) A copy of their most recent performance evaluation.

Status applicants who wish to be considered under both merit promotion and competitive procedures **must** submit **two** applications. If you are only submitting one application, please indicate if you want to be considered under merit promotion or competitive procedures. If you do not indicate your preference, you will be considered under merit promotion procedures.

You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; veterans with service-connected disabilities of 30 percent or more; returned volunteers from the Peace Corps or Vista, etc. Appropriate documentation to

support this claim for eligibility will be required. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement. If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the well qualified level of the crediting plan for all factors. ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, SF-50, Notice of Personnel Action, documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, **OR** a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. Section 833(h) or Section 8456.

Conditions of employment:

Male applicants born after December 31, 1959, who are at least 18 years of age must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

All applicants are subject to a comprehensive criminal background investigation, and required to submit to urinalysis to screen for illegal drug use prior to appointment and may be subject to random drug testing after selection.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

U.S. citizenship is required.

Initial appointment will require completion of a one-year probationary period.

Reasonable Accommodation: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Veterans' Employment Opportunities Act of 1998: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. If you are applying under this provision, please submit a copy of your DD-214.

Veterans' Preference: If you are claiming 5 Point Veterans' Preference, please submit your DD-214, Certificate of Release or Discharge from Active Duty. If you are claiming 10 Point Veterans' Preference, you will need to submit SF-15, Application for 10-Point Veterans' Preference, and the accompanying documentation required to demonstrate the

basis for the preference. The SF-15 is available from any Federal personnel office or on the OPM website at www.opm.gov/forms.

Submit your application package to:

D.C. Pretrial Services Agency
Office of Human Resources
633 Indiana Avenue, NW—Suite 1170
Washington, DC 20004-2903
Or Fax to: (202) 220-5633
Or Email to: PSAJobs@csosa.gov

Applications must arrive by the closing date of this announcement to receive consideration.

If you have questions about this vacancy announcement, please call Valerie Taylor, (202) 220-5640.

The Pretrial Services Agency is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other non-merit based factors.